



## SOLICITATION PERMIT APPLICATION

### ROANOKE COUNTY, VIRGINIA

This application is for use by charitable, non-profit organizations applying to Roanoke County for a permit to solicit or cause a solicitation to be made within Roanoke County. **Please answer all questions.** For more information please call (540)772-2005.

**RETURN COMPLETED APPLICATION TO:**      **CLERK TO THE BOARD OF SUPERVISORS**  
**P. O. BOX 29800**  
**ROANOKE, VA 24018-0798**  
**FAX 540-772-2193**

1.     Applicant's Name and address: \_\_\_\_\_  
\_\_\_\_\_
2.     Applicant's phone number between 8 a.m. and 5 p.m. \_\_\_\_\_
3.     Dates on which solicitation will begin and end **(NOT TO EXCEED 90 DAYS AND TO BE CONDUCTED  
ONLY BETWEEN 9:00 A.M. AND 9:00 P.M.)**  
\_\_\_\_\_
4.     Name and address of organization receiving proceeds from solicitation:  
\_\_\_\_\_  
\_\_\_\_\_
5.     Purpose for which any receipts derived from the solicitation are to be used: \_\_\_\_\_  
\_\_\_\_\_
6.     Name and address of principal officer or manager of the application, if applicant is other than an individual:  
\_\_\_\_\_  
\_\_\_\_\_
7.     Name of the person by whom the receipts of the solicitation will be received and dispersed:  
\_\_\_\_\_
8.     Name and address of the person who will be in direct charge of conducting the solicitation:  
\_\_\_\_\_  
\_\_\_\_\_
9.     Outline the method to be used in conducting the solicitation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10.    Provide a full statement of the character and extent of the charitable, education or philanthropic work being done in Roanoke County by the organization receiving proceeds from the solicitation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11.    Federal tax employer identification number: \_\_\_\_\_
12.    State and federal tax-exempt identification numbers: \_\_\_\_\_